



January 26, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: TAM Office Location Options, Agenda Item 9

Dear Commissioners:

Executive Summary

Beginning in November 2005, TAM staff have investigated various locational options for TAM's office. Eight office locations were examined that were available. Three locations were short-listed, based on location, price, proximity to transit, and site layout. Of those three locations, one location in particular, "900" 4th Street in downtown San Rafael, is more suitable for TAM's needs. **Recommendation: That TAM's Executive Director be directed to enter lease negotiations for a TAM office location at "900" 4th Street in downtown San Rafael. The final lease will be considered by the Board at a future meeting.**

TAM staff have been investigating office options in Marin County for the permanent location of TAM's offices. Presently, TAM is borrowing space in the Marin County Civic Center. Permanent space for any staff beyond the Executive Director is not available. Additional office space must be secured before substantial new staff can be brought onboard.

TAM staff have short listed three locations for TAM's permanent office space, having investigated a number of other locations as well. The attached list indicates the top three locations, as well as other spaces investigated. The options were discussed with the Executive Committee on January 11th, who concurred with staff recommendations. Upon authorization by the TAM Board, staff will work through Terry Toner, Chief of Real Property for the County of Marin, to negotiate a lease on the preferred location. The final lease agreement will be brought back to the Board for approval.

The preferred location of "900" 4th Street has several distinct advantages over the other properties considered. The site has expansion potential so that a recommendation being considered by the Marin County Transit District Board to co-locate MCTD with TAM has potential to be realized. As well, the site is locally-owned, with the promise of ease of accommodation of TAM's needs.

Recommendation: That TAM's Executive Director be directed to enter lease negotiations for a TAM office location at "900" 4th Street in downtown San Rafael. The final lease will be considered by the Board at a future meeting.

Attachments: Summary of results list

Tam Office Location Options - January 26th, 2006

Project Address	Total Size(s.f.)	Rate (per s.f.)	Terms	Comments
Larkspur, 900 Larkspur Landing Circle	4,300	\$2.95	F.S.	Lower level space; within walking distance of Larkspur Ferry terminal. Various private offices and kitchen. Tenant improvements available. Corporate management.
San Rafael 900 4th Street	5072	\$2.75	F.S (except gas/electric)	Located in the heart of downtown San Rafael; space above Mechanics Bank on 4th and Lootens. Within walking distance of San Rafael Transit Center. Discount for 2000 s.f.. Local management
San Rafael 750 Lincoln Ave San Rafael Corporate Center	3,000 +	\$3.00	F.S.	San Rafael's newest office buildings. Shared conference rooms, Class "A" space; buildout necessary. Corporate management.

Also Considered

Mill Valley 100 Shoreline Highway	5,236	\$3.25	F.S.	7 private offices with 2 conference rooms, kitchen, open area. Views.
Corte Madera 201 Tamal Vista Blvd	4,000	\$2.50	F.S.	8 private offices, conference room and bonus 2,500 sq. ft. of production/storage area.
Larkspur 100 Larkspur Landing Circle	2,357	\$3.25	F.S.	3 large private offices, conference room, sliding glass doors to patio with views. Covered parking. Showers and lockers.
Larkspur 125 E. Sir Francis Drake The Brick Kiln	5,480	\$2.95	F.S.	Class "A" historic building with amazing views of bay and Mt. Tam. Adjacent to ferry terminal and Larkspur Landing.
San Rafael 523 4th Street	5,715	\$2.25	F.S.	Ground floor, available 1/1/06. Signage, parking, convenient location. 15 private offices, kitchen, conference room.